**2021 CHRI Collaborative Grant Application Instructions**

**Due Date: May 21, 2021 at 5 PM**

**Grant Period: Aug. 1, 2021 – July 30, 2022**

1. Cover page:
	1. Include the name, primary faculty appointment and contact information for the two primary Co-principal investigators. If there are more than 2, the others can be listed in the Key Personnel section
	2. Select whether this is bench/basic or clinical/translational. Can select both if appropriate.
	3. Select which of the four CHRI themes this proposal best falls into. Select only one.
	4. Project Title
	5. Total Amount Requested. The maximum under this program is $50,000. F&A costs are not allowed.
	6. Other funding applications – Investigators are encouraged to apply to other sources of funding to support this proposal and these should be listed here. If an external funding application is successful, the amount of that award over the first year will be deducted from the CHRI Collaborative Grant program (e.g., if $20,000 over two years, then the CHRI grant will be reduced by $10,000)
	7. Signatures of both co-PIs acknowledging receipt of the Grant program guidelines and adherence to both the Grant program and VCU policies regarding research and research funds.
2. Key Personnel:
	1. For each person involved in the project, provide name if known, role and what they will be doing as part of the study. Include information that describes the individuals’ roles and the plan for the involvement of the multiple PIs
	2. For each faculty member, create a Biosketch according to NIH format and instructions. These can be saved as separate pdf files and then combined into one pdf file for the final application.
3. Budget Justification
	1. For each category, outline items in excess of $500. May aggregate items like lab supplies/reagents or antibodies.
	2. For Personnel – only VCU classified personnel or hourly employees can be supported by this grant. No faculty salaries/effort can be supported.
	3. Note that for any major changes in budget allocations in excess of $5000, the CHRI must be notified with a revised budget and justification.
4. Specific Aims (maximum 1 page)
	1. Summarize the basis for your hypothesis and state your hypothesis. Summarize your specific aim(s). Highlight the significance and innovation.
5. Research Strategy and Future Directions (maximum 6 pages)
	1. Outline if sufficient detail that the project significance, innovation, goals, methods. and future directions can be understood
	2. Please include the following sections
		1. Significance of the project as it impacts children and children’s health
		2. Innovation – how does this project advance the field?
		3. Research Strategy –Include background, relevant preliminary data, methods (including recruitment plan for clinical projects), analysis, including power/sample size, limitations, and alternatives, and expected results.
		4. The purpose of this grant program is to support the development of innovative children’s research program by generating preliminary data and/or proving feasibility. The plan for the next steps in the research plan, in as much detail as possible, is an important part of this application
6. References: This is not included in any page limits

You may complete each section separately if you choose. Combine all sections into a single pdf file before submitting.

Any questions should be directed to henry.rozycki@vcuhealth.org

Complete Application should be sent as a single pdf file to Elizabeth.Olmsted@vcuhealth.org